

21 November 1980

MEMORANDUM FOR: PAO Staff

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FROM: [REDACTED]
Executive Officer, PAO

SUBJECT: Staff Action Memorandum No. 8-PAO Work in Progress
Summary

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1. [REDACTED] has asked me to set up a PAO work status book which will provide him and the Team Leaders a monthly display of individual work assignments and a rough estimate of how much time will be expended on specific projects and/or studies. The report is also designed to identify staff personnel who have been designated as the PAO or RMS POC (Point of Contact) for a particular subject or study. Moe will also use the report when he discusses the possible assignment of ad hoc actions to individual analysts with [REDACTED] and [REDACTED].

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2. Everyone in PAO (less the secretaries, of course) should fill out a one-page "PAO Work in Progress Summary" on the last Monday of each month. First report is due by COB on Monday, 24 November 1980. Summary will be completed in accordance with the following instructions:

Current Assignments: Please list all actions which you will spend 20% or more of your time on for the next month. Include all other actions under the category "Other Miscellaneous Actions." In addition, please provide a brief status statement and associated suspense information for each action.

Subjects of Continuing Responsibility: Under this heading, please identify whether you have been designated the PAO or RMS POC for a particular study, a specific subject or an Intelligence Community working group. Examples are:

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POC for Special Collection
COTR for [REDACTED] Contract

POC FOR NFIP Support of Contingency Operations

COTR for [REDACTED] Contracts
RMS POC Community Working Group on Inflation

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RMS POC for MODE
COTR for Presearch Contract

POC for REIS

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Areas of Interest: Under this section, please identify those subjects in which you have a continuing special interest. List will be used by me for routine distribution, assignment of short-term actions and the secretaries to determine whether you might be interested in attending meetings and briefings on the indicated subjects.



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Attachment
As Stated

PAO WORK IN PROGRESS SUMMARY

25X1

<u>Current Assignments:</u>	<u>Status</u>	<u>Level of Effort Over Next Month</u>	<u>Suspense</u>
CT/RM Study on the Utility of Product X*	Rough Draft Available	30%	First Draft 01/09/81 Final Report 01/23/81
RMS Report on Collec- tion Enhancements**	Meeting Scheduled with NSA 11/24/80 Suspense has been changed	20%	Final Report 02/10/81
25X1A PAO Monitor for Contract	Data Gathering Phase	20%	First Draft 03/29/81
RMS Representative to XYZ Working Group	Next Meeting 11/27/80	20%	Meets Monthly
Other Miscellaneous Actions	N/A	10%	N/A

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Subjects of Continuing Responsibility:

PAO POC for CAMS II Development
RMS POC for DoD REIS

Areas of Interest:

APEX
Crisis Management
Defense Reconnaissance Support Plan
DoD Fusion Centers
Imagery Mix Issues
Launch Planning
NFIP Manpower
Survivability

Date: 19 November 1980